



DEFENSE FINANCE AND ACCOUNTING SERVICE

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DFAS-DFD

DEC 11 2000

MEMORANDUM FOR COMMANDING OFFICER, PERSONNEL SUPPORT ACTIVITY,
SAN DIEGO, CA

SUBJECT: Results of Random Post-Payment Review for Travel
Reengineering Test Site, Naval Post-Graduate School,
Monterey, CA

The attached report provides an evaluation of the results of the post-payment reviews for temporary duty travel (TDY) claims processed by the travel reengineering test site at the Naval Post-Graduate School, Monterey, CA.

The reviews and analysis for the quarter July 1 through September 30, 2000 were conducted by the Financial Services Division, Statistical Operations Branch (DFDC/KC). Details of the review results are contained in the attachments.

Please direct any questions or comments regarding this evaluation to Mr. Frank Lucas at (816) 926-1682 or DSN 465-1682.

for Kenneth J. Glover
Jerry S. Hinton

Acting Director, Finance Arlington

Attachments:
As stated

**Post-Payment Review
Naval Post-Graduate School - Travel Reengineering Test Site
July - September 2000**

Introduction

As part of the Department of Defense (DoD) Random Audit Program initiatives, post-payment reviews of travel claims at travel reengineering test sites are required. Monthly post-payment reviews of temporary duty (TDY) travel claims will be performed and reported quarterly on those designated test sites. This report encompasses the fourth quarter, fiscal year 2000 (FY00), post-payment review of TDY travel claims from the Naval Post-Graduate School, Monterey, CA.

Objectives

The objectives of the review were to evaluate the accuracy, effectiveness, and efficiency of the entire travel reengineering process. This quality assurance review encompasses the accuracy of the facts and supporting information in the trip record, the verification of the accuracy of the computations, and the legality of the disbursement.

Background

The Naval Post-Graduate School processed 933 TDY travel claims subject to travel reengineering post-payment review during this period. The Statistical Operations Branch (DFDC/KC), randomly sampled and reviewed 170 claims.

Scope

The primary focus of the review was to ensure compliance with the DoD Financial Management Regulation (DoDFMR), Joint Travel Regulation (JTR), and Joint Federal Travel Regulation (JFTR), Appendix O.

Summary of Monetary Results

The monetary claims accuracy rate was 82 percent with 30 of the 170 records containing an overpayment or underpayment. The monthly monetary accuracy rates varied from 77 to 86 percent. The cumulative dollar value of the mispayments for this quarter was \$1,102 out of a total voucher value of \$267,401 for a payment accuracy rate of 99.6 percent. This reflects an increase from the last quarter when the cumulative accuracy rate was 79 percent and the sample payment accuracy rate was 98.9 percent.

A letter was issued to those travelers with an overpayment or underpayment of greater than \$10 in his/her claim. The Personnel Support Detachment (PSD), Monterey, CA is responsible for collecting all overpayments greater than \$10 and assists individuals with filing supplemental claims for underpayments.

Summary of Errors and Trends

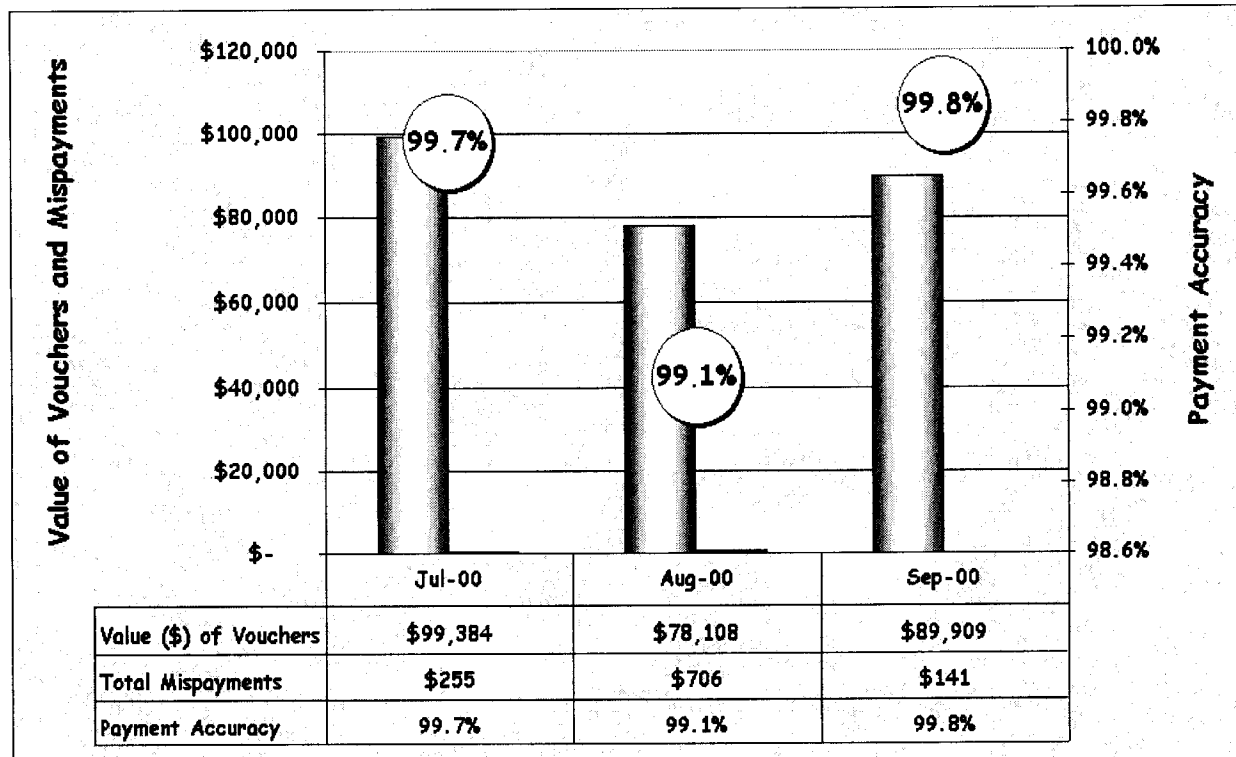
Monetary errors were analyzed and categorized according to source and reason, as best as could be determined. That is, was the error caused by the traveler and authorizing official (AO) or was it caused by the Travel Manager Plus (TMP) system. Discrepancies were further categorized by types of errors (lodging, meals and incidentals, etc.). Nearly 49 percent of all discrepancies were attributable to the traveler or AO input error. The remainder involved either invalid reimbursable expenses or lodging receipts that did not match the amount claimed.

Claims accuracy rates varied from 75 percent to 83 percent. The claims accuracy rate includes all monetary and administrative (non-monetary) errors. See attached charts for more details.

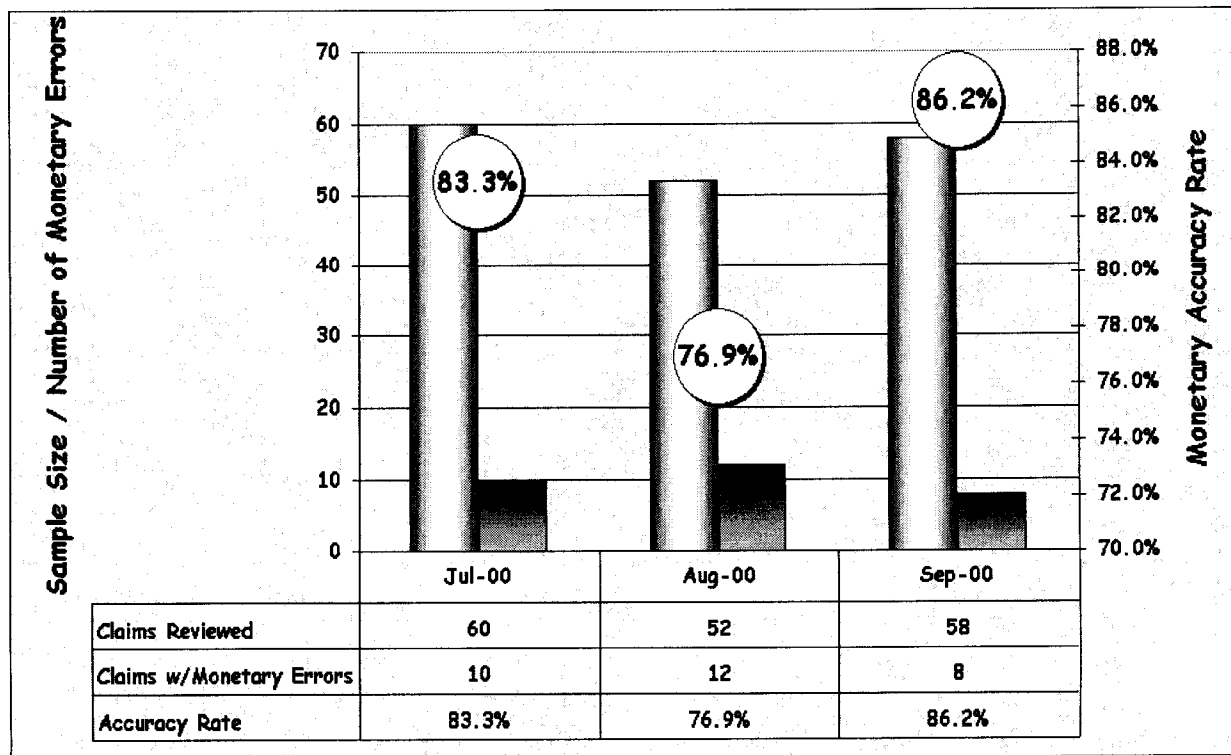
During the period from April through September 2000, the Statistical Operations Branch reviewed 325 of 1,853 vouchers processed by the Naval Post-Graduate School test site. It is estimated that between 18.55 percent and 26.99 percent of all travel claims processed by the test site during this period contained at least one error (monetary, administrative, or both). (Estimates are based on 95 percent probability and sampling precision of 2.15 percent.) The cumulative sample claims accuracy rate during this period was 77.2 percent.

Conclusions and Recommendations

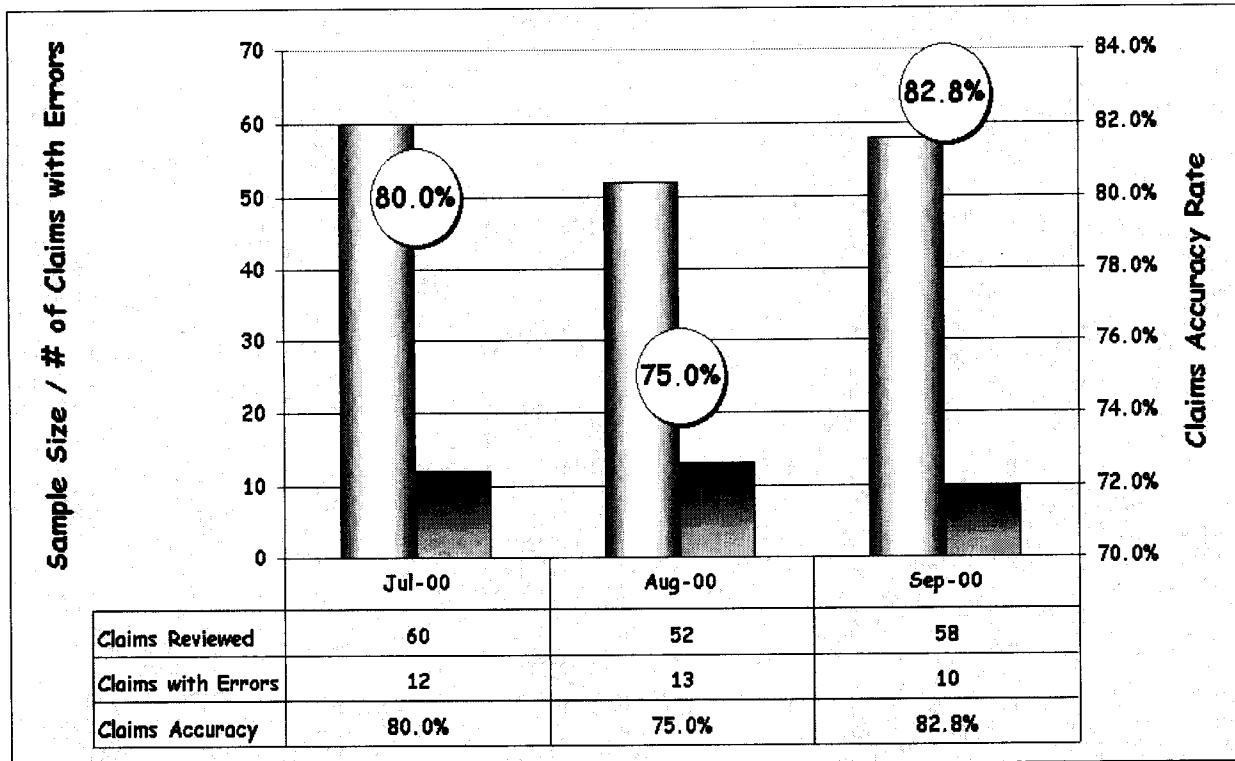
Improvement has been noted in all aspects of the review results when comparing third to fourth quarter of FY00. It appears that continued emphasis on traveler training would be appropriate since the majority of the discrepancies are attributable to traveler input error.



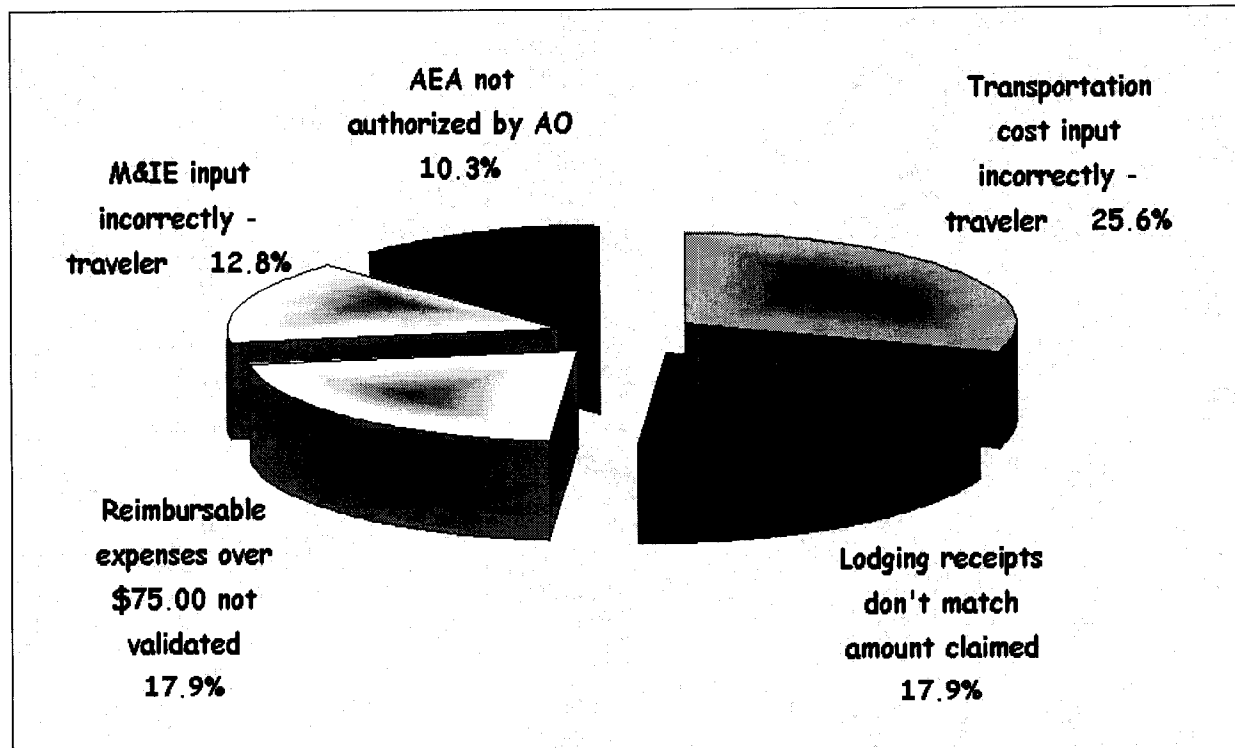
PSD Monterey – Payment Accuracy Rate



PSD Monterey – Monetary Accuracy Rate



PSD Monterey – Claims Accuracy Rate



PSD Monterey – Predominant Errors